

# Job Description

## Assistant Headteacher



Job Category: **Teaching - Leadership**  
Reports to: Deputy Headteacher  
Line manages: Identified Teachers and Middle leaders

### **Purpose of the Role**

The Assistant Headteacher will drive improvements in teaching and learning through instructional coaching, professional development and collaborative practice, supporting teachers to refine their practice and deliver the highest quality education for all pupils. Working closely with senior leaders, the Assistant Headteacher will lead the implementation of whole-school improvement priorities, monitor the quality of education and provide coaching, mentoring and professional support to colleagues. The postholder will play a key role in ensuring the school provides an outstanding environment for teaching, learning and pupil care, while leading and developing designated whole-school areas of responsibility.

### **Key Duties and Responsibilities**

#### **Strategic Leadership**

- Work alongside the Headteacher and Deputy Headteacher to develop and implement the school's vision and improvement priorities.
- Work in partnership with the Deputy Headteacher to implement and evaluate the impact of the school's teaching and learning strategy.
- Promote a culture of high expectations, professional reflection and continuous improvement.
- Contribute to whole-school self-evaluation and improvement planning.

#### **Staff Development and Coaching**

- Work collaboratively to design and lead a programme of professional development for teaching and support staff.
- Provide instructional coaching, mentoring and professional support to colleagues.
- Model highly effective teaching and learning practices and support colleagues through demonstration lessons, team teaching and instructional coaching.
- Lead coaching cycles that support professional growth and improve outcomes for pupils.
- Work alongside teachers to identify areas for development and implement targeted support to improve classroom practice.
- Support Early Career Teachers and colleagues at all stages of their professional development.
- Facilitate professional dialogue and collaborative practice across the school.
- Mentor and coach colleagues to develop their roles effectively within the school.

#### **Teaching and Learning**

- Lead the implementation of approaches that secure high-quality teaching, learning and assessment across the school.
- Monitor and evaluate classroom practice through lesson visits, learning walks, work scrutiny and pupil voice activities.
- Identify strengths and areas for development and implement strategies to secure improvement.
- Work alongside teachers in classrooms to support the implementation of agreed teaching and learning approaches and school improvement priorities.
- Ensure teaching is inclusive and meets the needs of all learners.
- Promote evidence-informed approaches to teaching and curriculum delivery.

#### **Monitoring, Evaluation and Accountability**

- Use a range of evidence, including attainment, progress and quality assurance information, to identify strengths and development needs and inform coaching and professional development.
- Support middle leaders in monitoring standards within their areas of responsibility.
- Contribute to performance management processes and professional review discussions.
- Prepare reports and evaluations as required by the Headteacher, Governors or Trust.
- Support the Deputy Headteacher in the leadership of whole-school assessment, progress, and achievement systems, ensuring effective use of data to inform improvement priorities.

- Contribute to the ongoing development of pupil tracking and assessment systems, supporting consistency and accuracy across the school.

### **Leadership and Management**

- Model outstanding professional practice and leadership.
- Contribute to the effective day-to-day leadership of the school.
- Support the implementation of school policies and procedures.
- Undertake duties commensurate with the role of Assistant Headteacher.

### **Safeguarding**

- Promote and safeguard the welfare of all pupils.
- Ensure safeguarding procedures are consistently followed.
- Contribute to maintaining a safe and positive learning environment.

### **General**

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**